

# CITY OF BEAVERTON

## Librarian

### General Summary

Provide professional library services within an assigned area. May assign and/or coordinate work of substitute librarians, para-professional staff and volunteers in assigned area.

### Key Distinguishing Duty

Responsible for the development of the Library's collection in one or more assigned areas or overseeing cataloging practices and standards.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Answer reference questions for library users in all fields of knowledge. Provide assistance and recommendations on choices of reading materials and online information sources. Respond to special training needs.
2. Instruct patrons in use of collection, including databases and electronic resources, and create bibliographic/informational materials. Instruct and assist patrons in use of library provided tools, such as word processors, printers and microfilm.
3. Perform original and complex cataloging.
4. Refer patrons to appropriate agencies when necessary.
5. Select and maintain collection in area assigned according to professional standards, utilizing specialized collection development tools.
6. Develop and conduct programs offered by the library. Train others to present programs.
7. Visit assigned schools, pre-schools, and other organizations as requested. Offer information about the library.
8. Serve as a member of the library division team. Evaluate performance and program effectiveness and recommend action for improvement as necessary.
9. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
10. Support the Library volunteer program. Coordinate volunteer scheduling, training, coaching and directing as needed.

11. Participate in department/division/section operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation.
12. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
13. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Follow standards as outlined in the Employee Handbook.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Produce an acceptable quantity and quality of work that is completed within established timelines.
19. Support and respect diversity in the workplace.

### **Other Functions**

1. Serve as lead worker as assigned.
2. Troubleshoot equipment. May train others.
3. Create displays. Compose brochures. Conduct tours.
4. Serve on or provide support to a variety of committees, task forces and advisory groups as assigned.
5. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Advanced knowledge of practices, tools and techniques for assigned library division.
- ◆ Advanced knowledge of practices and principles of library reference services and/or technical services.
- ◆ Advanced knowledge of book and non print selection tools and systems.
- ◆ Advanced knowledge of reference and/or cataloging tools used in a library environment.
- ◆ Advanced knowledge of technology including computers, CD ROM, on-line bibliographic/informational databases and audio-visual equipment.

- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Excellent knowledge of English grammar, spelling and usage.
- ◆ Working knowledge of basic arithmetic and mathematics principles.

### **Skills/Abilities Required**

- ◆ Strong ability in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to productively participate on a team and in a team environment focused on producing high quality results.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public regarding library services. Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use a keyboard, word-processing & spreadsheet programs, the Internet or other application software as required for position.
- ◆ Strong ability to use library and general office equipment. Strong ability to search bibliographic databases and identify appropriate records.

### **Minimum Qualifications Required for Entry**

Master's degree in library science from an American Library Association accredited school with some professional library experience or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Some positions in the classifications are required to speak, read and write a second language proficiently

### **Licensing/Special Requirements**

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

### **Working Conditions**

Daily focus on a computer screen; daily use of a keyboard or similar device; precise control of fingers and hand movements; occasional dealing with distraught or difficult individuals; daily crouching, crawling, kneeling, lifting, stooping, bending, reaching and standing for 30 minutes at a time; weekly lifting, moving or carrying objects between 20 and 50 pounds; use step stool to reach high shelves; regular evening, weekend and holiday work; occasional operation of a motor vehicle on public roads.

## Classification History

As of 10/97: Librarian

Revised: 11/07

New class specification title 1/98: Librarian

Revised: 3/05

New FLSA Status 9/05: Non-Exempt

Revised: 1/1/09

Status: SEIU

FLSA: Non Exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date